

MINUTES

MEDICAL STAFF CAREER SERVICE BOARD MEETING
Wednesday, 13 September 1961

Present: C/MS - Chairman Dr. Tietjen
DC/MS - Voting Member Dr. [REDACTED]
C/CD - Voting Member Dr. [REDACTED]
C/SD - Voting Member Mr. [REDACTED]
AC/OD - Voting Member Dr. [REDACTED]
PO/MS - Executive Secretary Mr. [REDACTED]
Secretary to C/MS - Recording Secretary Miss [REDACTED]

25X1A9a

1. Minutes of Previous Meeting

The Minutes of the Medical Staff Career Service Board Meeting of 14 July 1961 were approved by the Members without comment.

2. Review of Fitness Reports

a. The Executive Secretary called attention to Fitness Reports recently completed on the following personnel as containing outstanding ratings:

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[REDACTED] GS-8, Medical Technician
[REDACTED] Medical Technician
[REDACTED], Administrative Assistant
[REDACTED] GS-7, Secretary-Stenographer

b. The Fitness Reports on the following personnel contain superior ratings:

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[REDACTED] Medical Service Officer
[REDACTED] GS-9, Medical Technician
[REDACTED] Medical Technician
[REDACTED] Medical Technician
[REDACTED] GS-8, Medical Technician
[REDACTED] Medical Technician
[REDACTED] Medical Technician
[REDACTED] Medical Technician
[REDACTED] GS-6, Secretary-Stenographer
[REDACTED] GS-5, Clerk
[REDACTED] GS-4, Clerk-Typist

c. In addition to the above, Fitness Reports have been completed on the following personnel and all the reports are available for the review of the Members:

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[REDACTED]
GS-13, Medical Officer
GS-11, Medical Service Officer
Medical Technician
GS-8, Head Nurse
GS-8, Head Nurse
GS-8, Head Nurse
GS-7, Medical Technician
GS-7, Staff Nurse
GS-7, Staff Nurse
k, GS-6, Psychometrist
l, GS-4, Clerk
S-4, Clerk-Typist
-3, Clerk
GS-3, Clerk
GS-3, Clerk

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d. In accordance with a recommendation made by the Registrar and contained in her Fitness Report, [REDACTED] has been reassigned within the Registrar Branch in keeping with her qualifications.

3. Recommendations for Promotion

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a. [REDACTED] GS-7, Medical Technician. A recommendation for the promotion of Mrs. [REDACTED] to GS-8, as initiated by DC/OD and concurred in by C/OD, was reviewed for the information of the Members. The Executive Secretary recommended, since no vacancy for the promotion exists, that an audit be requested of the Salary and Wage Division with a view to up-grading the position. DC/MS felt the Support Division should review the position as a preliminary step to an official audit. The Members voted to defer action on the promotion pending a review by the Operations Division, with the assistance of the Support Division as appropriate, such review to include another assignment within the Operations Division for Mrs. [REDACTED] the redesignation of the position, and other such considerations.

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b. [REDACTED], GS-6, Psychometrist. A recommendation for the promotion of Miss [REDACTED] to GS-7, as submitted by Dr. [REDACTED] and endorsed by C/PS, was reviewed. In preparation for this meeting, the Executive Secretary discussed the job description for the Psychometrist position with C/PS, particularly the educational requirements. C/PS felt that the on-the-job knowledge acquired by Miss [REDACTED] had enabled her to perform in an excellent fashion without the benefit of the education as specified. The Executive Secretary, accordingly, recommended approval of the promotion. After discussing these facts, the Members decided Miss [REDACTED] is deserving of the promotion; however, before it is effected, the position description should be returned to C/PS for revision to indicate that experience under the direction of her supervisor is equivalent to the educational requirements as listed. After this revision has been accomplished, the Board will again consider the promotion.

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c. [REDACTED] GS-4, Clerk-Typist. The Executive Secretary reviewed a recommendation from DC/OD, concurred in by C/OD, for the

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promotion of Miss [REDACTED] to GS-5, and recommended the promotion be deferred until she has met the Agency shorthand requirements for the position of Secretary-Stenographer. The Executive Secretary pointed out, however, that the promotion to GS-5 could be effected prior to her meeting these requirements. The Board Members voted unanimously to approve the promotion in view of Miss [REDACTED]'s fine performance and also in view of the fact that she will soon meet the necessary shorthand requirements.

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4. Request for Extension of Overseas Tour

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[REDACTED], GS-11, Medical Services Officer. The Executive Secretary reviewed a request, contained in Mr. [REDACTED] Field Reassignment Questionnaire, for an extension of his current tour of duty at [REDACTED] from June 1962 to June 1963. The Field Reassignment Questionnaire also requested an additional two-year tour of duty on completion of this extension. The Executive Secretary recommended approval of the extension and deferral of the additional tour until the appropriate time near the completion of the extension. The Members concurred in this recommendation.

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5. Review of Training Evaluation Reports

a. Training Evaluation Reports for the following personnel are available for the review of the Members:

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[REDACTED] GS-11, Administrative Officer (Management Course)

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[REDACTED], GS-9, Medical Service Officer (Covert Escape and Evasion Course)

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[REDACTED] GS-5, Clerk-Typist (Shorthand Course)
[REDACTED] GS-4, Clerk-Typist (Shorthand Course)
[REDACTED], GS-4, Clerk-Typist (Shorthand Course)

b. AC/OD questioned the advisability of enrolling so many of the clerk-typists of the Medical Staff in shorthand courses in view of the workload requirements for qualified typists. It was agreed that, in the future, each request for this type of training would be considered carefully.

6. Periodic Step Increases

The following personnel will receive Periodic Step Increases in the near future:

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[REDACTED], GS-9, Medical Technician
[REDACTED] S-9, Pharmacist (Administrative)
[REDACTED] 5, Secretary-Stenographer

7. Miscellaneous

a. Commendations on behalf of the following personnel were reviewed by the Executive Secretary:

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[REDACTED] 1, Medical Service Officer
[REDACTED] GS-9, Medical Technician
[REDACTED] 9, Medical Technician
[REDACTED] Medical Technician

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b. An Application for a Language Award in the amount of \$25 for [REDACTED] for improving his proficiency in French was reviewed by the Executive Secretary, who recommended approval of the Application. The Members concurred in this recommendation.

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c. A memorandum from [REDACTED] requesting consideration for an overseas assignment was reviewed by the Executive Secretary, who added that [REDACTED] has been assigned at [REDACTED] on a temporary basis. 25X1A

MS/mam

Distribution:

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